

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ECONOMIC/COMMUNITY DEVELOPMENT SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an economic or community development program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Economic/Community Development Specialist 2

Economic/Community Development Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Economic/Community Development Specialist 3

Economic/Community Development Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Economic/Community Development Specialist 4

Economic/Community Development Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Economic/Community Development Analyst job.

JOB CONCEPTS

Specialist jobs are evaluated by the Appointing Authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine the classification level. There are two types of specialist jobs:

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Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide or the equivalent in scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind-within the organization.

Administrative Assistant jobs have the predominant and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist

Meets with business representatives and community officials to determine overall growth and development needs and goals; and to develop and support activities, programs and plans.

Provides information on state, federal, and private economic and community development or workforce development programs.

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Evaluates, identifies, and promotes model community and business economic development or workforce development projects.

Identifies, attracts, and assists foreign investors and businesses to locate in Michigan.

Identifies and coordinates foreign markets for Michigan products.

Researches, analyzes, and develops a database to determine the economic climate for such issues as marketing trends, building sites, operating costs, taxes, transportation, natural resources, labor markets, utility costs, community factors, raw materials, revenue forecasting, etc.

Meets with private sector, banking, and investment communities to explain, promote and facilitate the use of state development finance tools.

Formulates procedures, policies, and guidelines for assigned economic/community or workforce development programs.

Performs duties of unusual significance or importance to the Department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate economic/community or workforce development programs.

Plans and coordinates the training of staff in economic/community or workforce development activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Prepares budgets.

Maintains records, and prepares reports and correspondence related to the work.

Performs related essential functions appropriate to the class as required.

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JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of workforce development administration, programs, issues, trends, etc.

Knowledge of national and international marketing strategies.

Knowledge of the need, preparation, and use of reports.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

None.

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Physical Requirements

None.

Education

Possession of a bachelor's degree in business administration, finance, economics, international studies, urban planning, community development, marketing, or public policy.

Experience

Four years of professional experience involving the creation, financing, and operation of a business, OR in commercial financial analysis, marketing, international marketing, workforce development, or public or private economic or community development, including either two years equivalent to an Economic/Community Development Analyst P11 or one year of experience equivalent to an Economic/Community Development Analyst 12.

Alternate Education and Experience

Possession of any bachelor's degree and five years of professional experience involving the creation, financing, and operation of a business, OR providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional credit analysis, evaluating loan or grant applications, or developing and implementing programs to identify foreign markets for export of Michigan products.

OR

Educational level typically acquired through completion of high school and nine years of professional experience involving the creation, financing and operation of a business, OR providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional credit analysis, evaluating loan or grant applications, or developing and implementing programs to identify foreign markets for export of Michigan products.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ECONDVSPL

Job Code Description

Economic/Community Development Specialist

Position Title

Economic/Community Development Specialist-2

Economic/Community Development Specialist-3

Economic/Community Development Specialist-4

Position Code

ECDSPL2

ECDSPL3

ECDSPL4

Pay Schedule

NERE-182

NERE-186

NERE-188

ECP Group 2

Revised 5/22/02

MJF/VLWT/MB/TH/Team Leaders